



MICHIGAN SUPREME COURT
MICHIGAN JUDICIAL INSTITUTE

Michigan Hall of Justice • PO Box 30205 • Lansing, MI 48909
phone: (517) 373-7171 fax: (517) 373-7615 Web site: courts.mi.gov/mji

May 4, 2004

PROGRAM ANNOUNCEMENT

Leadership Enhancement: A Chief Judges & Court Managers Seminar

June 8-9, 2004

Michigan Hall of Justice Conference Center
Lansing, Michigan

Program Introduction

The Michigan Judicial Institute is pleased to announce a limited enrollment, two-day seminar on court management topics for new and experienced Chief Judges, the Chief Judge Pro Tem, the Presiding Judge of the Family, Civil or Criminal Division, and the Court Administrator or court personnel responsible for the management of the court. During this seminar, simultaneous sessions will be offered on a variety of court management topics. Due to the Hall of Justice Conference Center space restrictions, registration will be limited to 70 participants (35 participants per workshop session).

Program Description

Court leaders assume an array of court management responsibilities. This seminar will provide you with an opportunity to enhance your skills and knowledge as a court leader in a variety of areas. During this seminar the following workshops will be held:

A Model for Court Strategic Planning, *R. Dale Lefever, Assistant Professor and Assistant Chair for Planning & Program Development in the Department of Family Medicine, University of Michigan.* This session will introduce chief judges and court managers to a model for when and how to conduct a court strategic planning process. The session is designed for participation by a court management team (chief judge/chief judge pro tem/presiding judge and a court administrator). *Individual applicants will be given second priority.*

Preparing a Court Budget & Establishing a Fiscal Management System, *Ms. Beth Barber, Management Analyst - Court Collections, SCAO Trial Court Services & Ms. Karen Ellis, Budget Officer, SCAO Administration.* This session will introduce participants to common budget terms, the essential elements and mechanics of creating a court budget and a court fiscal management system. *Individual applicants welcome.*

Team Management, R. Dale Lefever, Assistant Professor and Assistant Chair for Planning & Program Development in the Department of Family Medicine, University of Michigan. Courts are engaged in a variety of projects (i.e., specialized docket programs, development of ADR/family division/concurrent jurisdiction/caseload management plans). This session will introduce participants to a model for convening and managing a team through implementation of a project. Governance, membership, and process will be discussed during the session. Participants attending this session should come with a project in mind. *Individual applicants welcome.*

Recurring Ethical Issues: A Guide for the Court Management Team, Mr. Thomas K. Byerley, Director, Professional Standards Division, State Bar of Michigan & Ms. Dawn Childress, Management Analyst, SCAO Trial Court Services. This session will introduce participants to common ethical issues in trial courts and identify the authorities which guide the resolution of these issues. *Individual applicants welcome.*

Leadership Models for the Chief Judge & Court Administrator Team, R. Dale Lefever, Assistant Professor and Assistant Chair for Planning & Program Development in the Department of Family Medicine, University of Michigan. The Chief Judge/Court Manager Team may function under many models. This session will introduce participants to some of those models as well as review the consequences of each model. Governance, delegation, and process will be discussed during the session. *Individual applicants welcome.*

Your Human Resources Management Issues: A Round Table Discussion, Mr. Theodore H. Curry, II, Director of the graduate School of Labor & Industrial Relations of Michigan State University. This session offers you an opportunity to identify the human resources management issues that you would like discussed! For purposes of planning presentation and materials, participants must submit their proposed discussion issue(s) when they register for this session. While not every issue may be resolved by the close of this workshop, participants will discuss many commonly identified issues and receive reference materials for further guidance. *Individual applicants welcome.*

Establishing a Quality & Reinvention Process for Your Court, Hon. J. Richardson Johnson, Chief Judge, 9th Circuit Court, Kalamazoo; Mr. Douglas Slade, Court Administrator, 9th Circuit Court, Kalamazoo; and Ms. Laura Klaversma, Court Services Operations Manager, Court Consulting Services division of the National Center for State Courts. During this session the panelists will discuss how to: determine mandated court services; conduct a systems audit; and reinvent systems and processes to increase court efficiency. *Individual applicants welcome.*

Coaching for Performance, Ms. Lisa Kutas, Distance Learning Manager, MJI. This session is designed to maximize the coaching efforts of all workshop participants. Chief judges and court administrators oversee the work of many professional staff. This workshop will show participants that motivating and developing the skills of an employee is neither an art nor a science, but rather a process involving effective listening and communication techniques. Participants will learn and practice the skills that they need to develop the best performance in their employees. *Individual applicants welcome.*

The Art of Establishing & Maintaining Effective Intergovernmental Relationships: First Steps & Next Steps, *A panel presentation with chief judges, court administrators, MSC/SCAO staff, and county personnel.* During this session participants will identify a process for developing and sustaining effective intergovernmental relationships. Effective communication and processes will be identified and strategies for addressing ongoing challenges to the maintenance of such relationships will be reviewed. *Individual applicants welcome.*

Faculty

Seminar faculty will include court management consultants, chief judges, court administrators, MSC/SCAO staff, and county personnel.

Eligible Participants

This seminar is designed for new and experienced Chief Judges, Chief Judge Pro Tems, Presiding Judges, and Court Administrators or court personnel responsible for the management of the court.

General Seminar Schedule

Tuesday, June 8, 2004

Seminar Registration 8:30 – 8:55 a.m. (both days)

9:00 a.m. – 12:15 p.m.

Session A – A Model for Court Strategic Planning

Session B – Preparing a Court Budget & Establishing a Fiscal Management System

Group Luncheon (May register for lunch if attending a morning AND afternoon session)

1:00 – 2:30 p.m.

Session C – Team Management

Session D – Recurring Ethical Issues: A Guide for the Court Management Team

2:45 – 4:30 p.m.

Session E – Leadership Models for the Chief Judge/Court Administrator Team

Session F – Your Human Resources Management Issues: A Round Table Discussion

Wednesday, June 9, 2004

9:00 a.m. – Noon

Session G – Establishing a Quality & Reinvention Process for Your Court

Session H – Coaching for Performance

Group Luncheon (May register for lunch if attending a morning AND afternoon session)

1:00 – 3:30 p.m.

Session I – The Art of Establishing & Maintaining Effective Intergovernmental Relationships: First Steps & Next Steps

Meals

A complimentary refreshment break (coffee, tea and ice water) will be provided. Additionally, for those participants who register to attend a morning and afternoon session on the same day, a group luncheon, will be provided. All other incidental expenses including parking, mileage, phone calls, etc. are the responsibility of the individual or his/her governmental unit.

The Hall of Justice Conference Center is a facility that accommodates persons with disabilities. If you require special accommodations, please indicate your needs on the application form.

Lodging

Due to budget constraints, MJI is only able to provide lodging the evening of Tuesday, June 8th. Participants must be registered for both days of the seminar and work for a court that is located more than 100 miles from the Hall of Justice.

Questions

If you have any questions regarding the seminar, please contact Tricia Shaver, (517) 373-7452 or Dawn McCarty, (517) 373-7509.

**Please fax your completed registration form to:
Tricia Shaver, Program Assistant, MJI
(517) 373-7615**

**Registration Deadline:
Tuesday, June 1, 2004**

REGISTRATION FORM

Michigan Judicial Institute

Leadership Enhancement: A Chief Judges & Court Managers Seminar

June 8-9, 2004
Michigan Hall of Justice Conference Center
Lansing, Michigan

Name (Mr./Ms./Hon.) _____

Title: _____

Court Name/Number: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: () _____ E-mail: _____

Lodging Policy

The Institute will pay for the cost of double-occupancy lodging at the Lansing Sheraton Hotel the evening of Tuesday, June 8th. Participants must be registered for both days of the seminar and work for a court that is located more than **100** miles from the Hall of Justice. All rooms are double-occupancy and will be assigned roommates by the Institute. If you wish for a single-occupancy room, you will be required to pay approximately \$40.00, plus tax, per night at the time of checkout. Room reservations must be made with the Michigan Judicial Institute by **Tuesday, June 1, 2004**.

Lodging Accommodations

- ☐ I will not require lodging.
- ☐ I will require lodging for the evening of Tuesday, June 8th
-
- ☐ I prefer a single-occupancy room. (I will pay approximately \$40.00, plus tax)
- ☐ I prefer a double-occupancy room. (MJI pays and will assign a roommate.)
- ☐ I am a smoker ☐ I am a non-smoker

Preferred Roommate: _____ Court: _____

Accommodations Guarantee

If MJI does not receive a credit card number your room will **NOT** be guaranteed. Rooms not guaranteed will be released by the hotel at 5:00 p.m.

- ☐ I want my room guaranteed for late arrival on the dates listed above. Please guarantee my room using the following credit card number.

☐ American Express ☐ MasterCard ☐ Diners Club ☐ Visa

☐ Discover ☐ Other: _____

Credit Card Number: _____ Expiration Date: _____



Lodging Cancellation

MJI arranges guaranteed room reservations based on your request. If you do not call the hotel and cancel your reservations by 5:00 p.m. on the date of the reservation, the cost of the room will be charged by the hotel to the credit card account you have provided.

Our programs are offered at facilities that accommodate persons with disabilities. Therefore, if you require special accommodations, please indicate your needs below.

Session Registration Directions

Please review the session descriptions (included in the Program Announcement) before completing this registration form. Indicate your choice of a morning and an afternoon session. Attendance at each session will be on a first-come, first served basis, as sessions will be restricted in number.

Please make **one (1) selection in each time slot**. Place an "X" in the box beside your choice.

Tuesday, June 8, 2004

9:00 a.m. – 12:15 p.m.

- ☐ Session A – A Model for Court Strategic Planning
- ☐ Session B – Preparing a Court Budget & Establishing a Fiscal Management System
- ☐ **Group Luncheon** (May register for lunch if attending a morning AND afternoon session)

1:00 – 2:30 p.m.

- ☐ Session C – Team Management
- ☐ Session D - Recurring Ethics Issues: A Guide for the Court Management Team

2:45 – 4:30 p.m.

- ☐ Session E – Leadership Models for the Chief Judge/Court Administrator Team
 - ☐ Session F – Your Human Resources Management Issues: A Round Table Discussion
- Issues you propose for the round table discussion:**
-
-

Wednesday, June 9, 2004

9:00 a.m. – Noon

- ☐ Session G – Establishing a Quality & Reinvention Process for Your Court
- ☐ Session H – Coaching for Performance
- ☐ **Group Luncheon** (May register for lunch if attending a morning AND afternoon session)

1:00 – 3:30 p.m.

- ☐ Session I – The Art of Establishing & Maintaining Effective Intergovernmental Relationships: First Steps & Next Steps

Signature of Applicant _____

DATE _____